

CALFED Policy Group Meeting
August 12, 1999
Meeting Guidelines

1. Public Comment

Both BDAC and the general public will now have an active role at these meetings. State open meeting laws require that the public be allowed to comment on each item on the agenda. State law also requires that time be set aside for public comment on any related CALFED matter that is not on the meeting agenda.

As Co-chairs, you must make sure to take that into account as you chair the meeting. You have discretion as to how much time to allow to each speaker. You also have discretion as to how much total time to allow for public comment at the meeting. Finally, neither the Co-chairs nor any member of the Policy Group is obligated to respond to any public comment, only to listen and acknowledge the remarks.

Suggested Guidelines for Public Comment for August 12:

The following are suggested guidelines for conducting the Public Comment periods on the agenda. These guidelines should be described at the beginning of the Chair's Report to provide guidance to members of the audience who may want to give public comment.

1. Allow for public comment for each **decision item** (Interim Governance, Restoration Coordination) at the time these items appear on the agenda. For all other agenda items, public comment will be made during times set aside before lunch and at the end of the day.
2. Request that all members of the public who wish to speak fill out a speaker's card.
3. Allow up to three minutes per speaker. You can use your discretion here. You may want to allow for longer time for BDAC members who are in the audience.
4. Allow up to fifteen minutes in the morning and thirty minutes in the afternoon for public comment.

2. Policy Group deliberations in public

All comments made by Policy Group members at this meeting become part of public record. While there will be no official recording of this meeting (either audio recording or court reporting), Policy Group members need to be advised to that effect, particularly with regard to discussions on any items that are currently in litigation. An example of this meeting's agenda is the South Delta improvements discussion. The South Delta Water Agency is currently in litigation with the state and the federal governments. This issue will be raised and discussed by Mary Scoonover of the Attorney General's office at the August 10th Small Group meeting.

3. Meeting Summaries

Mary Scoonover has also advised against Policy Group members' making any reference in public to decisions made at prior, non-public Policy Group meetings. We have also omitted the June meeting summary and Small Group meeting outcomes memos from the packet for that reason, since meeting packets are now public documents. Policy Group members will continue to receive these summaries, but they will not appear in future meeting materials.